



**DIRECTIONS**  
**FY 2001 Final Report/Carry-Over**  
**Application**



## DIRECTIONS FOR COMPLETING FY 2001 FINAL REPORT/CARRY-OVER APPLICATION

The following pages must be submitted for the **Final Report**:

- Title Page, Page 1
- Status Report, Page 2
- Budget Statement, Page 3 - Report actual expenditures incurred during the project period.
- Budget Detail, Page 4 - Report actual expenditures incurred during the project period.
- Budget Detail – Administrative Cost, Page 5 - Report administrative expenditures incurred – *if applicable*
- Federal Equipment Inventory, Page 6 - Complete if equipment was purchased.

The following ***additional*** pages must be submitted **if requesting to carry over funds**:

- Budget Statement (Carry-Over Application), Page 7 - Report proposed expenditures to be incurred during the next project period.
- Budget Detail (Carry-Over Application), Page 8 - Indicate proposed expenditures to be incurred during the next project period. Reference the IASA Program Plan codes from the approved application, describing activities to be supported through carry-over funds in the “Justification Codes” column.
- Budget Detail – Administrative Costs (Carry-Over Application), Page 9 - Indicate proposed expenditures, *if applicable*
- IASA Program Plan - Complete new Program Plan pages *only* if the carry-over funds will be used to support activities not described in an approved application or a subsequently approved amendment.

***NOTE: Verify that all budgetary constraints are met:***

- No more than 5% of a Title may be used for Administrative costs. The Administrative expenditures plus the proposed Administrative carry-over may not exceed 5% per Title.
- For LEAs awarded \$50,000 or more in Title I, the carry-over may not exceed 15% of the amount without a waiver within a three-year time period.
- Title IV funds cannot exceed 25% of the approved Title IV amount without an acceptable explanation.

<b><i>FINAL REPORT TITLE PAGE: Page 1</i></b>
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- Check appropriate box to indicate if LEA is an individual applicant or a consortium applicant.
- Check type(s) of report submitted (Final Report for FY 2001 and/or Carry-Over Application for FY 2001).
- Complete project code with LEA’s four-digit district code.

Items 1-4. Complete all identifying information.

Item 5. Enter the award amount for each Title from the LEA’s originally approved application Title Page.

Item 6. Enter the amount expended for each Title during the project period (9/1/2000 - 8/31/2001).

Item 7. Subtract the amount in item 6 from the amount in item 5 and enter the difference.

Item 8. Enter the unexpended balance amounts from item 7 if applying to carry forward funds into the next project period.

- Item 9. Subtract item 8 from item 7 and enter the amount to be returned to NJDOE. Enclose a check for the indicated amount payable to ***Treasurer, State of New Jersey***, and submit with a copy of the first page of the report to:
- Office of Budget and Accounting  
Revenue and Grant Services  
PO Box 500  
Trenton, NJ 08625-0500**
- Item 10. Total each column.
- Item 11. Provide a brief, but specific, description of why all funds were not expended/obligated within the project period. **This must be completed if funds are indicated in item 7 or item 8.**
- Item 12. Signature of Board Secretary and Board Approval date (if requesting to carry over funds). Submit a copy of the board resolution if the Carry-Over Application is submitted prior to the board approval date.
- Item 13. Signature of Chief School Administrator and date.
- Item 14. If requesting to carry over funds, consortium applicants must check box to confirm that all participating districts agree with the Carry-Over Application.

<b><i>FINAL REPORT STATUS REPORT: Page 2</i></b>
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- Complete identifying information including project code with LEA's four-digit district code.

**Goal/Objective/Activity Code:** Indicate the codes from the originally approved application or subsequently approved amendment(s).

**Status of Objectives Based on Evaluation Plan Results:** Describe the LEA's progress toward meeting all of the *measurable objectives and performance standards* described in the approved application or subsequently approved amendment(s). Briefly describe the activities completed and the results obtained during the project period. Specific reference should be made to the elements outlined in the approved evaluation plan.

<b><i>BUDGET STATEMENT – FINAL REPORT – EXPENDITURES: Page 3</i></b>
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- Complete the identifying information including project code with LEA's four-digit district code.
- By expenditure category, indicate the amounts *expended* during the project period. Enter subtotals and total amounts. *Round off to the nearest dollar.*
- Equipment (items costing \$500.00 or more if purchased *before* July 1, 2001; items costing \$2000 or more if purchased between July 1, 2001 and August 31, 2001) listed under 400-731 and 400-732 must be itemized on the Federal Equipment Inventory page.
- Title II LEA Match: Enter the amount expended. This amount must equal 50% of the public school amount expended in the Title II Federal column.
- The Grand Total for all expenditures must equal the expended amount entered on the Title Page, Page 1, item 6.
- The dated signature of the LEA Business Administrator is required.

#### ***BUDGET DETAIL – FINAL REPORT – EXPENDITURES: Page 4***

- Complete the identifying information including project code with LEA's four-digit district code.
- Provide detail to match entries on the Budget Statement page. Include the expenditure categories for the activities supported by the project, the function/object codes, a description of the expenditure, and the amount expended. *Round off to the nearest dollar.*
- Where salary is allocated for TPAF employees, **ensure the minimum percentage for TPAF/FICA (10.31%) has been expended/obligated for object code 200-200.**
- The totals for each GAAP code must match the totals listed on the Budget Statement – Expenditures, Page 3.
- The Grand Total must equal the amount listed on the Title Page, item 6 and the Grand Total on the Budget Statement – Expenditures page.
- The dated signature of the LEA Business Administrator is required.

#### ***BUDGET DETAIL – FINAL REPORT – ADMINISTRATIVE EXPENDITURES: Page 5***

- Follow the same directions as the Budget Detail – Final Report – Expenditures page. Show only Administrative Costs incurred. Administrative costs must be listed on this page.
- Note: Administrative costs expended plus any proposed administrative carry-over must not exceed 5% of the original approved award of any Title.
- The dated signature of the LEA Business Administrator is required.

#### ***FINAL REPORT – FEDERAL EQUIPMENT INVENTORY: Page 6***

- Complete identifying information including project code with LEA's four-digit district code.
- All columns must be completed for each piece of equipment (items costing \$500 or more expended *before* July 1, 2001; items costing \$2000 or more expended between July 1, 2001 and August 31, 2001) purchased with federal program funds covered by this application.
- The total of the unit acquisition costs listed must equal the equipment costs listed on Budget Statement, Page 3, and Budget Detail, Page 4, expenditure categories 400-731 and 400-732.
- If the equipment does not have a serial number, an identification number must be assigned.
- For items partially funded, indicate the total unit acquisition cost, the IASA cost by each Title and the percentage of IASA funds utilized by Title.
- The dated signature of the LEA Business Administrator is required.

## **CARRY-OVER APPLICATION**

- Use whole dollars if expenditure funds were rounded off to the nearest dollar.

### ***BUDGET STATEMENT – CARRY-OVER APPLICATION: Page 7***

- Complete the identifying information including project code with LEA's four-digit district code.
- By expenditure category, indicate the amounts budgeted for carry-over. Enter subtotals and total amounts.
- The Grand Total for all expenditures must equal the Proposed Carry-Over amount entered on the Title Page, Page 1, item 8.
- The dated signature of the LEA Business Administrator is required.

### ***BUDGET DETAIL – CARRY-OVER APPLICATION: Page 8***

- Complete the identifying information including project code with LEA's four-digit district code.
- Provide detail to match entries on the Budget Statement Carry-Over Application, Page 7. Include the function/object codes, a description of the expenditure, and the amount proposed.
- Where salary is allocated for TPAF employees, **ensure the appropriate TPAF/FICA (15% minimum) has been budgeted for 200-200.**
- The totals for each GAAP code must match the totals listed on the Budget Statement – Carry-Over Application, Page 7.
- Justification Column: Enter the codes from the approved IASA Program Plan that support the proposed activities.
- The Grand Total must equal the amount listed on the Title Page, item 8 and the Grand Total on the Budget Statement – Carry-Over Application, Page 7.
- The dated signature of the LEA Business Administrator is required.

### ***BUDGET DETAIL – ADMINISTRATIVE COSTS – CARRY-OVER APPLICATION: Page 9***

- Follow the same directions as the Budget Detail – Carry-Over Application, Page 8. Show only proposed Administrative Costs. Administrative costs must be listed on this page.
- Note: Administrative costs expended plus any proposed administrative carry-over must not exceed 5% of the original approved award of any Title.
- The dated signature of the LEA Business Administrator is required.